Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

ROUTING AND TRANSMITTAL SLIP Date: 29 Apr 85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OC-MLS/RAG		6 MAY 1985
2. OC-MLS/PPBG		5/8/85
3. OC-MLS/LOG		
4. OC-MLS/SINAG		
5. OC/OL/ISC		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Sue, O/C/OC-MLS	Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OC-AMD Staff Notes

FROM:	EXTENSION	NO.
25X1 25X1 AC/OC-AMD		DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/CO	24 APR 1985	26 APR 1985		
2. DD/CO	26 APR 1985	26 APR 1985		
3. OC-MLS	29 APR 1985			
4. OC-EXA	26 APR 1985	29 APR 1985		
5. OC/OL/ISC				Archiving
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

CONFIDENTIAL

OC

MEMORANDUM FOR: Director of Communications

25X1 FROM: [redacted]
Acting Chief, Administrative Management
Division, OC

SUBJECT: OC-AMD Staff Notes - 15-19 April 1985

25X1 [redacted]

2. During the week, Panel MCN personnel strength decreased by one technician. Panel N is 12 technicians under authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than MCN approved positions. With these categories deleted, Panel N is effectively 35 technicians under strength. During the week, there was no change in Panel MCD strength. The Panel is 84 employees over authorized ceiling. There are 90 EOD students in training, while 23 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 25 personnel under strength.

3. Overseas Support Group activities included the processing of 14 TDY'ers, one file shop (MCN), and one returnee. OC is currently providing 12 Panel D and one Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

25X1

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

[redacted]

CONFIDENTIAL

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

SUBJECT: OC-AMD Staff Notes - 15-19 April 1985

4. Recruitment Evaluation Section (RES) has been tasked to recruit extensively for Electronic Technicians. To fulfill this task, recruiting efforts will, in addition to NCOA fairs, be geared toward technical institutions offering Associates Degrees in Electronics. There are over 40 such institutions located in North Carolina alone and a two-week swing through that area will be conducted in early May.

25X1 5. [redacted] retired Office of Personnel (OP) recruiter, has returned to OP under a one-year contract to assist
25X1 OC in its recruiting campaign. [redacted] will be OC's liaison with OP and also assist in recruiting activities. He will prescreen all correspondence from applicants interested in communications related fields and forward to OC for possible interest. In the past, all personal resumes returned to OP indicating non OC interest were sent letters indicating a
25X1 position was not available to match their skills. [redacted] will now review each returned resume and refer them to other Agency components for possible interest.

6. A second running of OC's Communications Systems Engineering ad will be placed in the Boston Globe, Washington Post, New York Times, San Diego Journal, and USA Today on 21 April.

7. A total of 25 personal resumes and 5 PHS packets were reviewed for possible OC interest this week.

8. In the near future, OP/Employment Division and the component personnel offices will be using AIM to track applicant files. The end result will be a quicker processing of potential
25X1 employees. On 18 April, [redacted] attended a briefing which explained the application of this new system.

9. Some confusion is being experienced with regard to the 120-day policy as relates to PAFs being received at Headquarters. Earlier guidance geared the 120-day guidance for PAFs to the date of the Headquarters Review Board (HRB) meeting. Rather, the 120-day time frame should be centered around the end of the reporting period (PAR). Clarification on this matter is being written.

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

SUBJECT: OC-AMD Staff Notes - 15-19 April 1985

25X1

[redacted]

15. The SURGE effort provided a means for one of the recent Panel D TCA graduates to demonstrate the quality of training
25X1 being provided at the Communications School (CS). [redacted] TERP system had been installed ahead of schedule but activation was to be delayed awaiting a TERP instructor. The student, who

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

SUBJECT: OC-AMD Staff Notes - 15-19 April 1985

had received the training provided in the Basic TCA program,
25X1 "instructed [redacted] operators and was able to bring the system on-line", two weeks prior to the instructors arrival for formal training and activation of the system.

25X1 16. [redacted] Instructional Support Department (ISD) has
25X1 provided [redacted] with information and documentation on OC VHF
25X1 Utility Net radio systems, and is currently working with [redacted] on
25X1 contract specifications. [redacted] is being contracted by CS to assist ISD in the development of the OC Utility Net course in the Criterion Referenced Instruction (CRI).

25X1 [redacted]

25X1 18. [redacted] met with Chief, Operational Training Department (OTD) and Acting Chief, Technical Training Department (TTD) to discuss instructor training and instructional support services he will be providing the School in his newly established position as the CS Educational Specialist. At the
25X1 request of Chief, OTD, [redacted] plans to conduct a workshop for CS Instructors on Lesson Plan preparation 17 June 1985.

19. ISD submitted a "draft" document to C/CS for review on the CRI and CBT initiatives. The document, to be finalized by 30 April 1985, constitutes an action plan addressing the critical issues of these initiatives.

20. During a tour of CS on 18 April, a class of 29 mid-careerists were provided a briefing on the CS mission and OC in general by C/CS. The group was then given a tour of the CS facility and an opportunity to see and discuss the training program for Panels D and N personnel.

21. Class 1-85 began their comprehensive exercise on 15 April 1985. The exercise is progressing smoothly. The Class
25X1 was given a tour [redacted] prior to the commencement of the exercise.

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1

SUBJECT: OC-AMD Staff Notes - 15-19 April 1985

25X1 22. [redacted] ISD, is in the process of expanding the ISD Visual Memory (VM) files listing multi-media resources, i.e., audio, video, computer-based training software, and printed material. These resources, in addition to those available through the Learning Resource Center, will be used for CS Staff development, including customized workshops to be developed and
25X1 conducted by [redacted]

23. There were 20 OTD instructors involved in TDY during this reporting week. Sixteen were TDY overseas and four domestic. Nine TTD instructors were involved in TDY overseas.

25X1 [redacted]

Attachment:
Photos

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090066-1